

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 167
OCTOBER 15, 2014 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on October 15, 2014, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member

Staff Present: **Bill Oakes, Director, Steve Marx, Connie Bowers, Bryant Mercil**

Others Present: **Elaine Marlow, Budget Director, Keith Higman. Jill Wood**

Record @ 00:05

Public Works

Subject/Description: Clean Water Utility Annual Report

Attachment: PowerPoint

Discussion: Keith Higman reviewed the Health Department and Department of Natural Resources 2013 accomplishments funded with Clean Water Utility revenue:

- Surface Water Quality Monitoring
- On-Site Sewage System Inspection and Monitoring
- Hydrogeology Program

Bill Oakes reviewed the cash flow and budget for the CWU, the criteria developed in order for the CWU to help with operational response and ongoing utility work in a coastal flood event and the six named projects in the 6 Year Construction Program.

Both Public Works and the Health Department have Phase II elements that they will be discussing funding for with the Board as they go through the revisions to the 6 Year Construction Program.

Roads

Subject/Description: Succeeding Grant of Easement N4425513RP0007- NAS Whidbey Island

Attachment: Memorandum

Action Requested: Approval of the renewal of the grant of easement Island County has with the United States Government, acted through the Department of the Navy, in order to provide the County with the capability of continuing its use and maintenance of Crescent Harbor and Reservation Roads.

Follow up: Okay with full Board to move forward to a Monday agenda.

Public Works

Subject/Description: Waters of the U.S. letter

Attachment: draft letter

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Action Requested: Letter from Island County submitting comments to Environmental Protection Agency (EPA) and U.S. Army Corps of Engineers (ACOE) regarding the proposed rule on *Definition of Waters of the U.S. Under the Clean Water Act*. Island County requests that the agencies work with local governments to improve these rules with more refined definitions and descriptions of what is jurisdictional and what is not. The County also requests that the rule recognize the significant cost that jurisdiction and permitting bring to a local government infrastructure projects.

Follow Up: Okay with full Board to bring forward to a Monday agenda for Board signature.

Subject/Description: Dutton House update

Attachment: none

Information: Bill noted Public Works is moving forward with tenant improvements to the Dutton House; Estimated Cost: \$40,000.00.

Add-on

Subject/Description: Freeland dock floats

Attachment: none

Action Requested: Approval to replace floats at the Freeland dock, ½ in 2014 and ½ in 2015; Amount: \$27,000.00 (\$7,000 in materials & \$20,000 installation).

Follow up: Okay with full Board.

**Human Resources
Summary Minutes**

Work Session was held between the County Commissioners and Human Resources on Wednesday, October 15, 2014 at 9:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

Staff Present: Melanie Bacon, Human Resource Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:20:37

Subject/Description: Personnel Action, Commissioner's Office

Attachment: Memo dated 10/7/14 from HR to BOCC

Action Requested: Executive Assistant III- reclassify from grade NR 12 to NR 13/merit increase of 2.5 %, giving a total increase of 3.5 in November of 3.5%

Follow up: Okay with full Board.

**Island County Auditor
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor on Wednesday, October 15, 2014, at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

Present: Sheilah Crider, Auditor, Sylvia Fairfax. LaRae Brown

Others Present: Elaine Marlow, Budget Director

Record @ 01:30:55

Subject/Description: Equipment purchase update on Primary Election

Attachment: none

Information:

- Reader/printer purchase update for Elections; \$10, 859.13 (in 2014 Budget) Okay with Board.
- Update on status of the vendor work on current election
- Update on Department of Licensing Audit

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, October 15, 2014 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

Staff Present: David Wechner, Director, Brad Johnson

Others Present: Elaine Marlow, Budget Director

Record @ 01:43

Subject/Description: Planning update

Attachment: yes

Information: David Wechner provided an update on development review/code enforcement, building and strategic planning/office management. Brad Johnson provided an update on long range planning.

Subject/Description: Amendments to the fee schedule (cont. from 9/17/14)

Attachment: Island County Planning and Community Development Permit Fee Amendments for 2015 Fiscal Year /Permit Fee Schedule

Information: David Wechner estimated additional revenue of approximately \$50,000 with the proposed fee amendments.

Follow up: Continue discussion to an upcoming work session.

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**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, October 15, 2014, at 11:40 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
Helen Price Johnson, Member
Aubrey Vaughan, Member

Present: Tony Lam, LaRea Brown

Others Present: Elaine Marlow, Budget Director

Record @ 02:31:05

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, October 15, 2014, at 11:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff Present: Elaine Marlow, Budget Director, Don Mason

Others Present: Janet Stein, Noxious Weed Coordinator, Pat Powell, WCLT

Record @ 02:33:40

Subject/Description: 2014 CFF Application Cycle

Attachments: yes

Action Requested: Don Mason reviewed the 2014 CFF applications:

- Monroe Landing Conservation Easement Acquisition - \$610,000 – Whidbey Camano Land Trust
- Iverson Preserve M & O Funding - \$59,507 – Island County Noxious Weed Control Board
- Trillium Community Forest M & O Funding - \$21,000 – Island County Parks

Elaine Marlow expressed concerns with funding the Noxious Weed Management Plan at Iverson Preserve through 2020. The CFF application process is intended to be a process where projects

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are evaluated against all the projects available for that year. Elaine recommended a one to two year contract.

Janet Stein, Noxious Weed Coordinator, explained why the proposal was put forward for multi-years and why it adds hours to current staffing levels rather than using an outside consultant.

Follow up: The Board approved moving forward with Monroe Landing Conservation Easement Acquisition; \$610,000 and Trillium Community Forest M & O Funding; \$21,000. Iverson Preserve M & O Funding was approved to move forward for one year and Elaine Marlow will work with Janet Stein on the amount.

Subject/Description: Conservation Futures Advisory Board's review on selection

Attachments:

Action Requested: Postponed

Follow-up:

Subject/Description: Update on ICC Ch. 3.22A review

Attachments:

Action Requested: Postponed

Follow-up:

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on October 15, 2014 at 12:35 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners:	Jill Johnson, Chair	Staff: Pam Dill
	Helen Price Johnson, Member	
	Aubrey Vaughan, Member	

Staff Present: Keith Higman, Director, Jill Wood, Lori Clark, Dawn Pucci

Others Present: Elaine Marlow, Budget Director

Record @ 03:19:44

Subject/Description: Contract with Washington State Department of Ecology & Island County Marine Resource Committee – Northwest Straits Project

Attachment: Contract # SEANWS-2014-ISCOPH-00002

Action Requested: Approval of Contract between DOE & ICMRC to fund ongoing operations and administrative tasks as well as five monitoring projects; Amount: \$73,000.00.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Grant awarded for "Landowner incentives to Reduce Puget Sound Shoreline Armoring in Island County"

Attachment: none

Information: Recipient of a 2 year grant with the Washington State Department of Fish & Wildlife for work related to reducing shoreline armoring in Island County.

Follow up: Contract will be brought forward for Board review at a future work session.

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Subject/Description: Marine Resource Committee (MRC) –Operations and Procedures

Attachment: Draft Operations and Procedures

Discussion: Keith Higman reviewed the proposed amendments to the Operations and Procedures of the Island County Marine Resources Committee.

Follow up: Okay with Board to move resolution forward to a Monday agenda.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member

Aubrey Vaughan, Member

ATTEST:

Debbie Thompson, Clerk of the Board